



ADMINISTRATION FOR
CHILDREN & FAMILIES



State/Territory Data Submission Center

Training for State/Territory Users: How to Complete and Submit the FFY2018 Quality Progress Report (QPR)

April 4, 2019

National Center on Data and Reporting (NCDR)



Objectives

State/Territory Data Submission Center Site and Functionality

- Data Submission site user roles
- How to access the Data Submission site
- Common features of the site

Quality Progress Report (QPR)

- How to access the QPR
- How to enter details of the QPR
- How to submit the QPR

Resources for Technical Assistance

What is the State/Territory Data Submission Center?

The Office of Child Care (OCC) developed a password-protected, web-based submission site – the State/Territory Data Submission Center – to streamline the Plan/QPR submission and approval/acceptance processes, and to comply with the Paperwork Reduction Act.

The Data Submission Center contains the ACF-118 State/Territory Plan (including the OMB approved Plan Preprint) and the ACF-218 Quality Progress Report (QPR).

Step	State/Territory Data Submission Center Site Function
Enter details of and Submit a Plan or a QPR	<ul style="list-style-type: none">• State/Territory users enter and review the details of their Plan/QPR.• State/Territory users can run an Error Report to help them identify incomplete questions.• State/Territory Super users submit/certify the Plan/QPR.• State/Territory users can generate a PDF version of the Plan/QPR.
Review	<ul style="list-style-type: none">• OCC users view and track the submission of the Plan/QPR.• OCC users review submitted Plan/QPR submissions:<ul style="list-style-type: none">○ If it is determined that edits are required, the Regional Office users return the Plan/QPR to the State/Territory for further edits.
Approval/Acceptance	When no further edits are required, OCC users approve the Plan and accept the QPR.

Data Submission Site User Roles

User Role	Access/Privileges
State user	Enter and edit State/Territory Plan/QPR data; generate Error report; generate PDF versions of the Plan/QPR (blank and completed).
Super user	Enter and edit State/Territory Plan/QPR data; generate Error report; generate PDF versions of the Plan/QPR (blank and completed); AND submit/certify the Plan/QPR to the Office of Child Care.
Regional Office user	Track Plan/QPR submissions; review submissions; if edits are required, release Plan/QPR to State/Territory users for editing; recommend Plan for approval; accept QPR.
Central Office user	Track Plan/QPR submissions; review Plan/QPR; approve Plan.
Technical Assistance/View only user	View only approved Plans and accepted QPRs.

How to Access the Data Submission Center Site

- URL: https://extranet.acf.hhs.gov/stplan/STPLAN_Login.jsp
- Complete user account request form available at https://www.acf.hhs.gov/sites/default/files/occ/acf_118_state_plan_internet_submission.pdf
- Submit form to the OCC Regional Office and copy the National Center on Child Care Data and Reporting (NCDR).
- OCC Regional Office approves your request and NCDR provides Data Submission Center user login credentials.
- Use credentials to log onto the Data Submission Center.

State/Territory Data Submission Center



State/Territory Data Submission Center

You have reached the State/Territory Data Submission Center

This Web Site allows all Child Care and Development Fund (CCDF) lead agencies in the States, the District of Columbia, and the Territories to interactively submit their ACF-118 and ACF-218 data.

For accessibility issues, please [click here](#)

Please sign into the State/Territory Data Submission Center

Username:

Password:

Submit

Data Submission Center Main Menu



State/Territory Data Submission Center

Welcome **AL State User**

You have successfully entered the State/Territory Data Submission Center.

Please select the desired Module:

State/Territory Plan Module (ACF-118)

Quality Progress Report Module (ACF-218)

[Logout](#)

ACF-218 (QPR) Main Menu



ACF-218 Quality Progress Report Module

Welcome **AL State User**

You have successfully entered the ACF-218 Quality Progress Report Module.

[Logout](#)

Please select the desired Year

Year: ▼

Quality Progress Report

Return to Main Menu

Access Prior QPRs

QPRs prior to FFY2018 are an Appendix to the CCDF Plan (ACF-118). To access QPRs prior to FFY2018, select the Plan module from the Data Submission Center Main Menu page, and then click on the Quality Performance Report link.



State/Territory Data Submission Center

Welcome **AL State User**

You have successfully entered the State/Territory Data Submission Center.

Please select the desired Module:

State/Territory Plan Module (ACF-118)

Quality Progress Report Module (ACF-218)

[Logout](#)



You have successfully entered the ACF-118 Data Submission Center.

[Section 508 Accessibility](#) [Tools & Guidance](#) **Quality Performance Report** [Logout](#)

Please select the desired Plan Year

Plan Year:

Please select desired Plan Version

Common Features of the Site

Features and Functions

- **Tools and Guidance Link** – Users can access various documents from the link on the Main Menu, which provides guidance on the ACF-118 State/Territory Plan Submission process.
- **Navigation Index** – The index on the left-hand side of the screen allows for easy navigation to different sections and questions throughout the Plan. Users should use the Navigation Index to return to a previous page or move to another section.
- **Common Data Entry Functions** – Standard functions and features such as copy and paste, radio buttons, check boxes, and drop-down selection lists are used throughout the site to enter and edit data, as well as to view, submit and certify, and approve Plans/accept QPRs.
- **Multiple Users** – Any number of users can access the site at the same time. However, only one person at a time can be working on a single question.

Features and Functions (Cont'd)

- **Consistency Checks** – The ACF-118 Plan will require that certain questions are completed depending upon how the user has answered a prior question.
- **Links** – State/Territory users can include active URLs in text fields to provide hyperlinks to information found on the Internet.
- **Error Report** – Users can generate an error report to easily determine which sections of the Plan/QPR have not been completed or have inconsistent responses.

Navigation Index

Use the Navigation Index to view questions (click on selection).

ACF-218 Quality Progress Report Module

*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

- QPR Submission
 - 1.1
 - 1.2
 - 1.2
 - 2.1
 - 2.2
 - 2.3
 - 2.4
 - 2.4
 - 2.5
 - 2.6
 - 2.7
 - 2.8
 - 2.9
 - 2.10
 - 2.11
 - 3.1
 - 3.2
 - 3.2.1
 - 3.2.2
 - 3.2.3
 - 3.3
 - 4.1

1) Overview

To gain an understanding of the availability of child care in the State/Territory please provide the following information on the total number of child care providers. Please enter N/A when necessary.

1.1 State or Territory Child Care Provider Population

Enter the total number of child care providers that operated in the State/Territory as of September 30 of the last federal fiscal year. These counts should include all child care providers, not just those serving children receiving CCDF subsidies. Please enter N/A when necessary.

a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)



Data Entry Navigation Tip

NOTE:

To move to a different section of the Plan/QPR, use the Navigation Index on the left side of the screen.

Do **NOT** use the internet browser back and forward buttons.

OFFICE OF CHILD CARE Arkansas
Status: Work In Progress QPR Year: FFY2018 OMB Approval #0970-0517

ACF-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

QPR Submission

- 1.1
- 1.2
- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
- 2.9
- 2.10
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a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)

Save Save and Next Error Report Display/Print QPR Table of Contents Return to QPR Menu

Always remember to **SAVE** before navigating to a different section!!

Quality Progress Report (QPR)

Data Entry

What is the Quality Progress Report (QPR)?

- A description of activities to be funded by quality expenditures
- Measures used to evaluate progress in improving the quality of child care programs and services
- Meets the requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014 for Lead Agencies to submit an **annual report** that describes how quality funds were expended

How will the QPR be used?

- Ensuring accountability for the use of CCDF quality funds, including the set-aside for quality infant and toddler care;
- Tracking progress toward meeting state- and territory-set indicators and benchmarks for improvement of child care quality based on what they described in their CCDF Plans;
- Informing federal technical assistance efforts and decisions regarding strategic use of quality funds

QPR Status

- **Work in Progress** – The QPR is “open” for the State/Territory user to enter or make changes.
- **Submitted** – The QPR is “closed” and the State/Territory user can no longer make any changes.
- **Accepted** – The QPR is “closed” and has been accepted by OCC. No further edits can be made.



ACF-218 Quality Progress Report Module

Arkansas

Status: Work In Progress

QPR Year: 2018

Table of Contents

Component # 1: Overview

- 1.1 [State or Territory Child Care Provider Population](#)
- 1.2 [Goals for Quality and Access](#)

Component # 2: Supporting the training and professional development of the child care workforce

- 2.1 [State/Territory Progression of Professional Development](#)
- 2.2 [What supports did the State/Territory make available to teachers/providers?](#)
- 2.3 [Did the State/Territory have other initiatives available to support professional development and the workforce?](#)
- 2.4 [Licensed child care center director](#)
- 2.5 [Licensed child care center teachers](#)
- 2.6 [Licensed family child care providers](#)
- 2.7 [Licensed child care center directors who serve CCDF children](#)
- 2.8 [Licensed child care center teachers who serve CCDF children](#)
- 2.9 [Licensed family child care providers who serve CCDF children](#)
- 2.10 [Spending](#)

Completing a QPR Question



ACF-218 Quality Progress Report Module

Arkansas
Status: Work In Progress

QPR Year: 2018

Table of Contents

Component # 1: Overview

- 1.1 [State or Territory Child Care Provider Population](#)
- 1.2 [Goals for Quality and Access](#)

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- 2.7 [Licensed child care center directors who serve CCDF children](#)
- 2.8 [Licensed child care center teachers who serve CCDF children](#)
- 2.9 [Licensed family child care providers who serve CCDF children](#)
- 2.10 [Spending](#)

Select the section you wish to complete by clicking on the highlighted text associated with the section number.

QPR Question Page

ACF-218 Quality Progress Report Module

*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

QPR Submission

- 1.1
- 1.2
- 2.1
- 2.2
- 2.3
- 2.4
- 2.5
- 2.6
- 2.7
- 2.8
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a. Licensed family child care #

☐ N/A Describe: (Press ALT-0 for help)



Save

Save and Next

Error Report

Display/Print QPR

Table of Contents

Return to QPR Menu

Display QPR Pre-Print

Click **Display QPR Guidance** to open a PDF document of the QPR pre-print in a separate window.



A screenshot of a web interface showing four buttons arranged in a 2x2 grid. The buttons are labeled 'Error Report', 'Display/Print QPR', 'Display QPR Guidance', and 'Return to QPR Menu'. The 'Display QPR Guidance' button is highlighted with a red rectangular border.

OMB Control No: 0970-0517

Expiration date: 09/30/2021

THE PAPERWORK REDUCTION ACT OF 1995 (Pub. L. 104-13)

Public reporting burden for this collection of information is estimated to average 60.0 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, reviewing the collection of information, and completing the form.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Quality Progress Report (QPR)

for

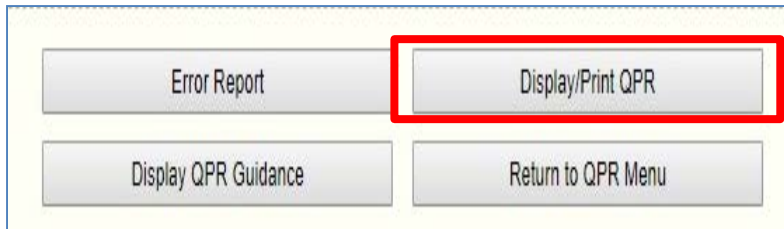
State/Territory _____

FFY 2018

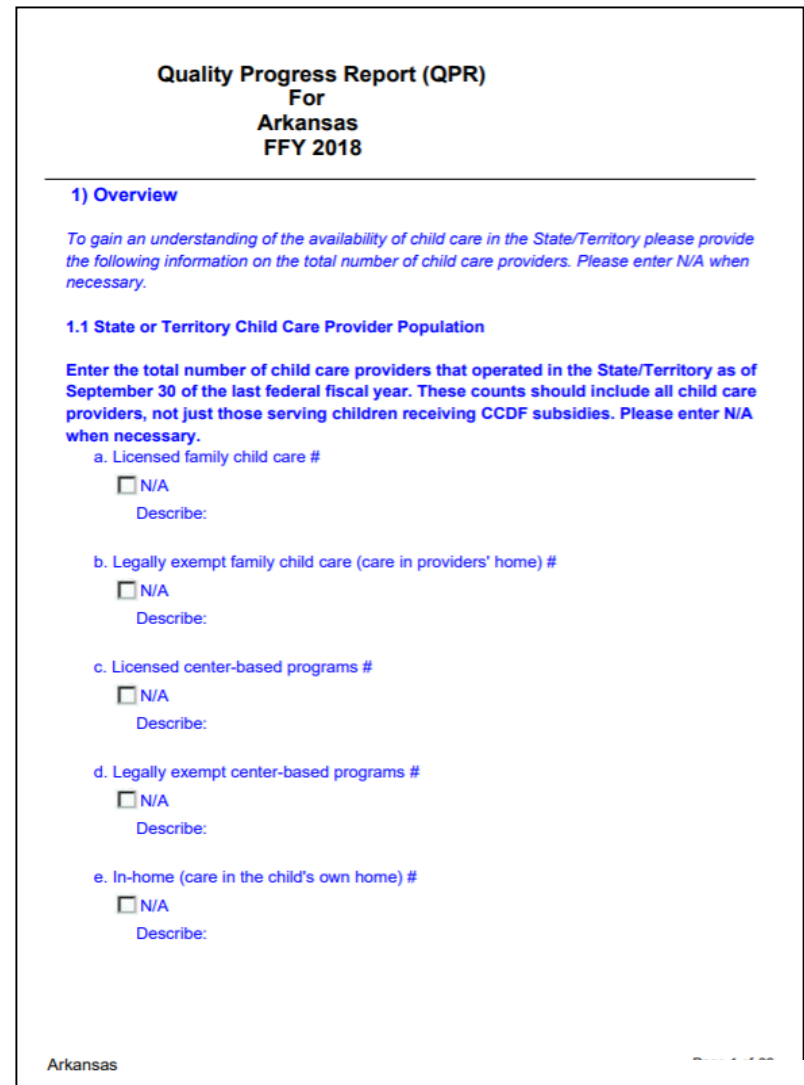
The Quality Progress Report (QPR) collects information from states and territories to describe investments to improve the quality of care available for children from birth to age 13. This report meets the requirements in the Child Care and Development Block Grant (CCDBG) Act of 2014 for Lead Agencies to submit an annual report that describes how quality funds were

Display/Print QPR

Click **Display/Print QPR** to view a PDF version of the QPR in a separate window.



A screenshot of a web interface showing four buttons arranged in a 2x2 grid. The buttons are labeled 'Error Report', 'Display/Print QPR', 'Display QPR Guidance', and 'Return to QPR Menu'. The 'Display/Print QPR' button is highlighted with a red rectangular border.



A screenshot of the Quality Progress Report (QPR) form for Arkansas, FFY 2018. The form is titled 'Quality Progress Report (QPR) For Arkansas FFY 2018'. It includes a section for '1) Overview' with instructions on how to provide information about child care providers. The form also includes a section for '1.1 State or Territory Child Care Provider Population' with instructions on how to enter the total number of child care providers. The form is divided into sections for different types of child care providers: a. Licensed family child care #, b. Legally exempt family child care (care in providers' home) #, c. Licensed center-based programs #, d. Legally exempt center-based programs #, and e. In-home (care in the child's own home) #. Each section has a checkbox for 'N/A' and a 'Describe:' label.

Quality Progress Report (QPR)
For
Arkansas
FFY 2018

1) Overview

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a. Licensed family child care #
☐ N/A
Describe:

b. Legally exempt family child care (care in providers' home) #
☐ N/A
Describe:

c. Licensed center-based programs #
☐ N/A
Describe:

d. Legally exempt center-based programs #
☐ N/A
Describe:

e. In-home (care in the child's own home) #
☐ N/A
Describe:

Arkansas

Tips and Hints

Tips and Hints

- States/Territories are allowed multiple State users and up to two Super users.
- Multiple users can access the site at the same time, but cannot modify the same question at the same time.
- Only Super users can Submit the QPR (*notify the Regional Office of any changes to Super Users*). These are the same Super users who submitted the CCDF Plan.

QPR Data Entry Tips

- Select the correct Year you wish to edit/view.
- QPR status must be “Work in Progress” in order to make edits.
- Generally, you must enter information in each text field.
 - Enter N/A if not applicable or information not available.

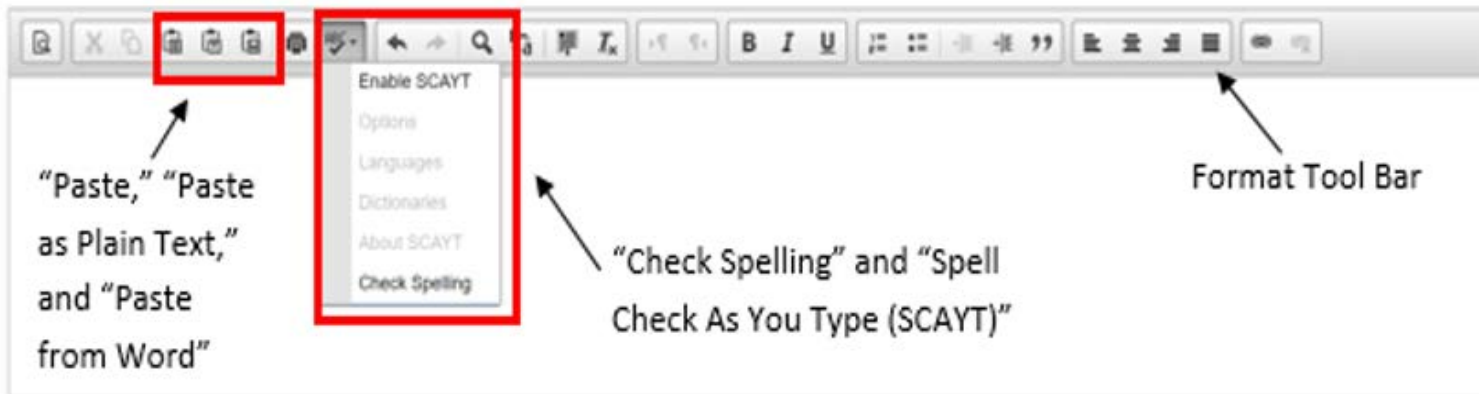
Entering Information: Text Boxes

Simple Text Box

7.3.2 What was the average length of time between receiving the complaint and taking steps to respond to a complaint during October 1 to September 30 of the last federal fiscal year?

4,000
character
limit

Description Text Box (with formatting toolbar)



NO
character
limit

IMPORTANT! Use the "Check Spelling" or "Spell Check As You Type" features to check spelling.

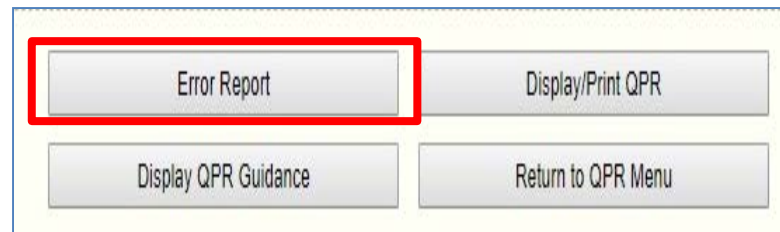
Data Entry Tips

- When copying and pasting text from another document, hidden formatting codes may cause a problem.
 - Carefully select first and last characters.
 - “Paste as plain text” option removes all text formatting and may limit hidden codes.
 - “Paste from Word” option allows you to paste text with standard Word formatting (bold, italics, bullets, etc.).

How to Submit the QPR

QPR Error Report

Click the **Error Report** button to display the Error Report. The Error Report indicates the sections of the QPR that are not yet complete.



ACF-218 QPR Error Report		
Arkansas 2018		
Section 1.1		
	1.1	✓
Section 1.2		
	1.2	✓
Section 2.1		
	2.1.1	✓
	2.1.2	✓
	2.1.3	i
Section 2.2		
	2.2	i
Section 2.3		
	2.3	i
Section 2.4		
	2.4	i
Section 2.5		

QPR Submission Process

The **Super user** has been designated by the Lead Agency as the individual that can submit the QPR.

- Only the **Super user** can submit.
- All **required** questions must be answered in order to submit.
- Click the **Submit QPR** button to begin process.

Office of Child Care Arkansas
Status: Work In Progress QPR Year: FFY2018 OMB Approval #0970-0517

ACF-218 Quality Progress Report Module
*** Please click "Save" or "Save and Next" to save any changes ***

open all | close all

QPR Submission

- 1.1
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- 2.1
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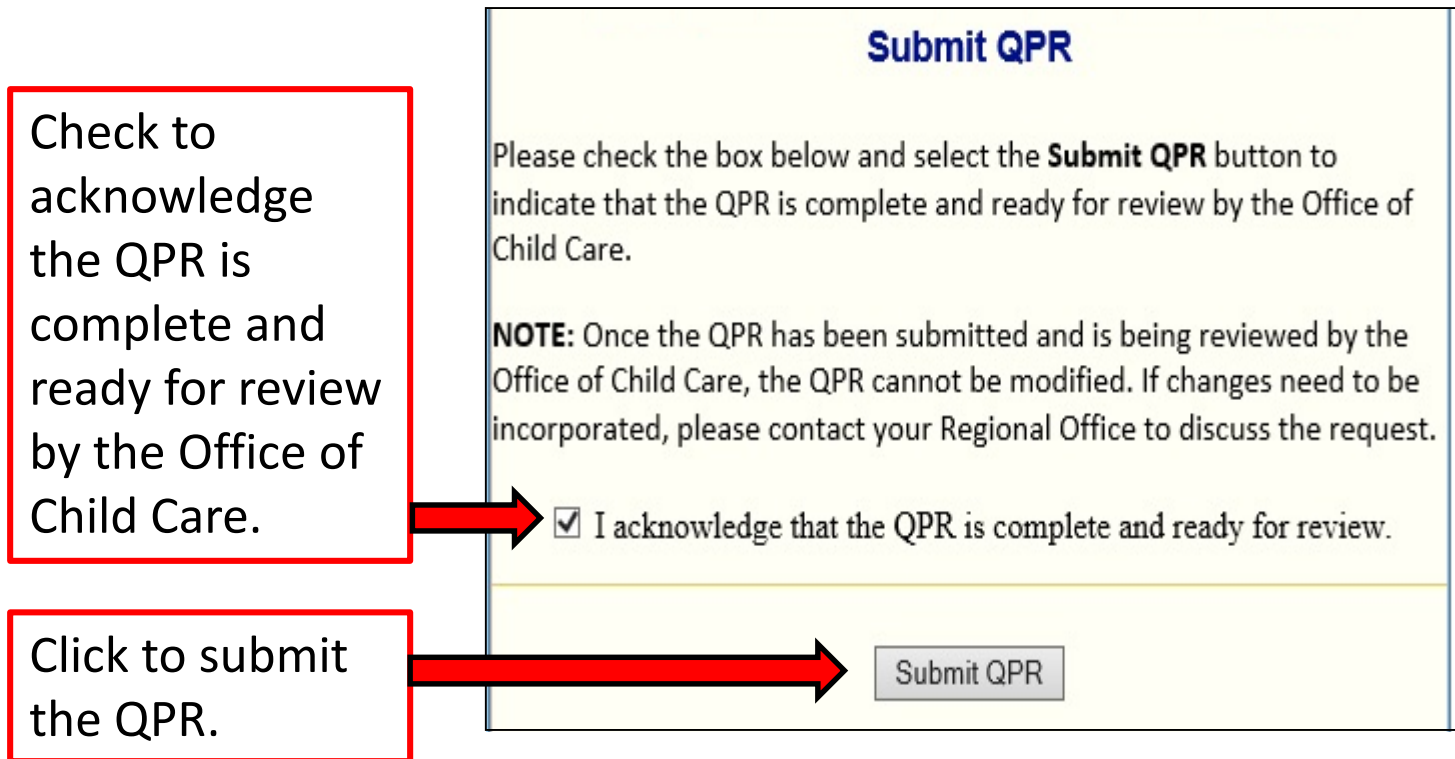
☐ N/A Describe: (Press ALT-0 for help)

Rich text editor toolbar: Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo, Link, Unlink, Image, Table, Table of Contents, Print, etc.

Navigation bar: Save, Save and Next, Error Report, Display/Print QPR, Table of Contents, Return to QPR Menu, **Submit QPR**

QPR Submission Process

The Super user will be prompted to submit the QPR via electronic signature.



The diagram illustrates the QPR submission process. It features a central yellow box titled "Submit QPR" with a blue header. Inside the box, there is instructional text, a note, and a checkbox. Two red boxes with arrows point to the checkbox and the "Submit QPR" button. The first red box, containing the text "Check to acknowledge the QPR is complete and ready for review by the Office of Child Care.", has an arrow pointing to the checkbox. The second red box, containing the text "Click to submit the QPR.", has an arrow pointing to the "Submit QPR" button.

Submit QPR

Please check the box below and select the **Submit QPR** button to indicate that the QPR is complete and ready for review by the Office of Child Care.

NOTE: Once the QPR has been submitted and is being reviewed by the Office of Child Care, the QPR cannot be modified. If changes need to be incorporated, please contact your Regional Office to discuss the request.

☒ I acknowledge that the QPR is complete and ready for review.

Submit QPR

QPR Submission Process

After submitting the QPR, the successful submission pop-up page will be displayed.



The Super users and OCC staff will receive an automated email from the Data Submission Center confirming that the QPR has been submitted.

NOTE: ACF is experiencing an issue with their email server and not all staff are receiving system automated notifications. We are working to resolve this issue ASAP.

QPR Revision and Acceptance

The Office of Child Care (OCC) Regional Office and Central Office will review the submitted QPR.

Revision

If changes are necessary, the QPR will be sent back to the State/Territory for edits. A system automated email will notify the Super users of the need for changes.

Acceptance

If the QPR is accepted by OCC, a system automated email will notify the Super users that the QPR has been accepted.



5 minutes



NATIONAL CENTER ON
Child Care Data and Reporting

For technical assistance, contact:

**National Center on Child Care
Data and Reporting (NCDR)**

2600 Tower Oaks Blvd., Suite 600
Rockville, MD 20852
NCDR@ecetta.info
877-249-9117